

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: ON-LINE DISABILITY TRAINING AND TOOLKIT

Two on-line disability-training programs and an on-line toolkit are now available on the Web. The *Disability Navigator Training Series*, Basic and Intermediate, is available statewide to One-Stop Career Center staff and partners. Included in the *Disability Navigator Training Series* is an on-line Navigator Toolkit designed to assist Local Workforce investment Areas (LWIA) and One-Stop Career Centers that are interested in becoming Employment Networks (EN) under the Social Security Administration's Ticket to Work Program. Also available is human resource training: *Employment Practices and Accommodations for People with Disabilities*, targeted to California human resource professionals.

Disability Navigator Training Series

The Employment Development Department, the California Governor's Committee on Employment of People with Disabilities, and San Diego State University Interwork Institute collaborated to develop the *Disability Navigator Training Series*. All staff and partners at One-Stop Career Centers will profit from participating in Navigator Basic training. Managers, supervisors, case managers, and other staff involved in direct services to customers with disabilities should be encouraged to take the Navigator Intermediate training.

Navigator Basic

- Module 1: Introduction to Disability in Society
- Module 2: Disability Awareness and Etiquette
- Module 3: Benefit Programs
- Module 4: Employment Rights for People with Disabilities
- Module 5: Ensuring Accessibility in Community Programs

Navigator Intermediate

- Module 1: The Nature of Disabilities
- Module 2: Role of Human Resources in Employment
- Module 3: Benefit Planning for Persons with Disabilities
- Module 4: Outreach and Linkage with Community
- Module 5: Accommodations and Assistive Technology in the Workplace

To access the *Disability Navigator Training Series*:

1. Be sure you are using a recent version of Internet Explorer (version 6 for Windows, or version 5 for Macintosh).
2. Go to the *Navigator Training Series* Web site at interwork.sdsu.edu/navigator/. Once there, select the link "Click to Register."
3. At the next screen, choose either the "Navigator Basic" or the "Navigator Intermediate" option. (It is recommended you complete the Navigator Basic modules before proceeding to the Navigator Intermediate.)

Navigator Basic

Click on the link "Click to Register" on the right side of the screen. When prompted, enter the following registration code: **1stop**. Once you complete the registration information, you will be given a User Name and Password.

Navigator Intermediate

If you already have a login ID and Password from the Navigator Basic Training, select the Navigator Intermediate option and you will be logged into the Navigator Intermediate training. If you have not registered for the Navigator Basic Training, select "No I am not registered for Navigator Basic." You will be prompted for the Registration Code. Use Registration Code: **1stop**. Once you complete the registration process for Navigator Intermediate, you will receive an ID and Password, and go automatically to the training modules.

Navigator Toolkit

The Navigator Toolkit is available on the *Disability Navigator Training Series* Web site. Navigator Toolkit materials provide strategic planning information to Workforce Investment Boards and One-Stop Career Centers. The Navigator Toolkit includes information on the EN certification process and serving Ticket to Work program participants. Access the Navigator Toolkit by clicking on the "Click for Toolkit" link. You are not required to login to access the Navigator Toolkit.

The Employment Practices and Accommodations for People with Disabilities

The purpose of the human resource training is to introduce human resource professionals to workers with disabilities as an emerging workforce. The training was developed in partnership with the California State Council of the Society for Human Resource Management (CalSHRM). Business resource teams, including job developers, may want to offer information about the *Employment Practices and Accommodations for People with Disabilities* and its Web site to their business customers.

This training program has been approved for 2.5 recertification credit hours toward Professional in Human Resources and Senior Professional in Human Resource recertification through the Human Resource Certification Institute (HRCI). For more

information about certification or recertification, please visit the HRCI homepage at www.hrci.org. The training carries the HRCI "Approved for Credit" seal. The HRCI is an affiliate of the [Society for Human Resource Management](http://www.shrm.org).

Employment Practices and Accommodations for People with Disabilities

Module 1: Diversity: Awareness and Sensitivity in Hiring

Module 2: Hiring Policies as a Business Strategy

Module 3: Private and Public Health Care Coverage

To access *Employment Practices and Accommodations for People with Disabilities* be sure you are using a recent version of Internet Explorer (version 6 for Windows, or version 5 for Macintosh).

1. Access the training at interwork.sdsu.edu/hrts.
2. Click on the link "Click to Register" and proceed as prompted.
3. You may leave blank the request for Society for Human Resource Management (SHRM) affiliation if you are not a SHRM member.
4. Once you complete the registration process, you will receive an ID and Password, and automatically go to the Employment Practices and Accommodations for People with Disabilities training modules.

The human resource training is also available on the CalSHRM homepage at www.cal-shrm.org/default.asp. You may find the training by clicking on "Resources." To access *Employment Practices and Accommodations for People with Disabilities* click on "Human Resource Training Series."

If you have questions or require more information about the on-line disability training programs, please contact Robyn Peguero by telephone at (916) 654-0205 or by e-mail at rpeguero@edd.ca.gov.

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